C-A OPERATIONS PROCEDURES MANUAL

1.4.1 Format Of C-A Policies

Text Pages 2 through 5

<u>Hand Processed Changes</u>

HPC No.	Date	Page Nos.	Initials
_____	_____	_____	_____
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Revision No. 00

Approved: _____Signature On File_____ _____
Collider-Accelerator Department Chairman   Date

E. Lessard

1.4.1 Format Of C-A Policies

1.   Purpose

This procedure describes the format of **C-A** policies.

2.   Responsibilities

2.1   All authors of policies for the **C-A** are expected to follow this procedure for policy statements inserted into the **C-A** Operations Procedures Manual.

3.   Prerequisites

None.

4.   Precautions

None.

5.   Procedures

5.1   Use a title page like the one used on this procedure.

    5.1.1   Indicate a title and **C-A**-OPM number.
    5.1.2   Indicate the number of text pages.
    5.1.3   Leave a space for noting any future Hand Processed Changes.
    5.1.4   Indicate the revision number of the policy, using 00 for a new policy.
    5.1.5   Indicate the approval authority and date of approval.
    5.1.6   **C-A**-OPM footers appear on all pages.

        5.1.6.1 Indicate author's name on the left side (of the title page only).

        5.1.6.2 Under the author's name, write the C-A-OPM number followed by "(W)"or "(Y)" in order to indicate safety status.

        5.1.6.3 To the right of the C-A-OPM number indicate the revision number.

        5.1.6.4 Under the revision number, indicate the (final) date written.

        5.1.6.5 Center the page number on all pages, except the title page.

5.2   Make 8 section headings as follows:

- Purpose
- Responsibilities
- Prerequisites
- Precautions
- Procedure
- Documentation
- References
- Attachments

5.2.1   If there is no information then below the heading indicate "NONE".

5.3   Use bullets (•) for lists.

5.4   Number each section with Arabic numerals.

5.5   Indent sub-sections.

5.6   For **Purpose** , define what plan, program, or course of action is being addressed by the policy.

5.6.1   Clearly and concisely state the policy.
5.6.2   Use a brief introduction.

5.7   For the **Responsibilities** section, indicates the person(s) responsible to perform the procedure and indicate if they are to complete any documentation.

5.7.1   Specify delegation of authority when necessary.

5.8   For the **Prerequisites** section, state how the policy shall be carried out.

5.8.1   Refer to implementing procedures.
5.8.2   Describe the documents or forms that may be required to execute the policy.
5.8.3   Indicate where documents are maintained. For example, documents or forms policy may be found in the C-A-OPM.

5.9   For the **Precautions** section, establishes directives to alert the individual performing the procedure of important measures to be taken to protect personnel and equipment or to avoid an abnormal or emergency condition.

5.10   For the **<u>Procedure</u>** section, states the instructions describing sequential activities in sufficient detail to safely and effectively perform the required function, task, or inspections/tests, whenever possible a checklist should be used.

5.11   For the **<u>Documentation</u>** section, Lists the forms, documents or specific logs which must be completed.

5.12   For the **<u>References</u>** section, other related information/documents/authority used in preparation of the procedure and documents referenced in the procedure text.

5.13   For the **<u>Attachments</u>** section, list of items attached to the procedure which aid in the completion of the procedure and/or require information or data input

   5.13.1   The attachments named in the attachments section are ordinarily written as separate documents.   However, certain auxiliary documents such as memoranda and additional definitions may appear as attachments to the body of the C-A-OPM.

   5.13.2   Provide a separate title page for each separate attachment using a separate approval signature, attachment number, and revision number.

         5.13.2.1   Number the attachment using C-A-OPM-ATT, followed by the OPM number from which the attachment was derived, followed by a decimal point and a lower case letter (e.g., C-A-OPM-ATT 1.4.1.a).

         5.13.2.2   Sequence the lower case letters for as many attachments as required.

   5.14.3   Indicate a listing on the attachment title page that refers to the applicable C-A-OPM procedures. For example:

         This Attachment Applies to the Following Procedures:

                        C-A-OPM 1.4.1
                        C-A-OPM 1.4.2

   5.13.4   C-A-OPM footers appear on all pages.

         5.13.4.1   Indicate author's name on the left side of the title page (only).

	5.13.4.2	Under the author's name, write the C-A-OPM-ATT number followed by "(W)" or "(Y)" in order to indicate safety status.
	5.13.4.3	To the right of the C-A-OPM number, indicate the revision number.
	5.13.4.4	Under the revision number, indicate the (final) date written.
	5.13.4.5	Center the page number on all pages, except the title page.

5.13.5 Place attachments in the back of each assign C-A-OPM Manual.

5.13.6 List all attachments, which may be found in the back of each C-A-OPM Manual, by name in the C-A-OPM procedure section titled ATTACHMENTS. List attachments that are part of the C-A-OPM body before listing separate C-A-OPM attachments.

6. **Documentation**

None.

7. **References**

None.

8. **Attachments**

None.